



Natural Resources Conservation Service  
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March 27, 2007

**WEST VIRGINIA BULLETIN NO:** WV300-7-8

**SUBJECT:** LTP – Contract Modification Policy

**Purpose:** To Issue Policy for the Review and Modification of Farm Bill Program Contracts

**Expiration Date:** September 30, 2007

Farm Bill Program contracts are reviewed and modified as needed to facilitate completion during the planned period. In order to facilitate this process, a revised method for completing modifications is being adopted.

All Farm Bill Program contracts will be reviewed a minimum of once each year with the contract participant. This review will take place on the land where the contract is being implemented if at all practical. Document the contract review on the [WV-180-13](#) form. Contracts not in compliance require a completed [WV-180-13](#) and letter to the participant detailing the measures needed to achieve compliance. A modification may sometimes be required to bring the participant into compliance with contract requirements.

The District Conservationist (DC) will prepare the request for contract modification and send to the Assistant State Conservationist – Field Operations (ASTC-FO) after the contract participant has signed the contract modification document. In all cases, the signature of the NRCS official approving the contract modification will be the last signature affixed to the document.

For contracts managed in ProTracts not requiring additional funds, prepare the modification in ProTracts and obtain necessary signatures from all parties. The DC will scan the signed modification document and attach it to an email to the ASTC-FO detailing the changes and requesting modification approval.

For contracts in ProTracts which require additional funds, prepare the modification in ProTracts, obtain necessary signatures from all parties, scan the signature page of the modification document and email to the ASTC-FO with a cc to the Assistant State Conservationist – Programs (ASTC-P). Include a request for modification approval detailing the changes to the contract and explaining the addition of funds within the email. The ASTC-P will determine if funds are available and reply to both the DC and the ASTC-FO assuring fund availability.



For contracts managed outside of ProTracts, prepare the modification in Toolkit, obtain necessary signatures from all parties on at least two original documents and send the documents to the ASTC-FO for review. Include a letter detailing the requested changes to the contract, why the changes are needed and what additional funds are needed, if any. The ASTC-FO will review the modification request, and if he concurs with the request, forward to the ASTC-P for approval.

If you have any questions, contact Herbert Andrick, ASTC-Programs, at 284-7560.

/S/

KEVIN WICKEY  
State Conservationist

DIST: A  
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Herbert Andrick, ASTC-P, Morgantown, WV  
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